



## Standard Operating Procedure to Change the Name in Grade Sheets

Steps	Particulars
<b>Step 1</b> <b>Submission of</b> <b>requisition</b> <b>letter along with</b> <b>supporting</b> <b>Documents</b>	<p>Submit the Requesting Letter for Requesting Change of Name in Semester Grade Sheet and Consolidated Grade Sheet to the Principal through concern HoD with the following Documents.</p> <ol style="list-style-type: none"> <li>a) Original Grade Sheet of all Semesters (in case of Passed out Students, Semester 1 to Semester 8)</li> <li>b) Original Consolidated Grade Sheet (in case of Passed out Students)</li> <li>c) Proof for Name Change.*</li> <li>d) Fee paid Acknowledgement.</li> </ol> <p><b>*Proof for Name Change:</b></p> <ol style="list-style-type: none"> <li>1. Previous Institution Certificate with corrected Name.</li> <li>2. Government Gazette (Only Certificates dated after the date of issue of the Gazette are eligible for Name Correction. Name correction in the Certificates with prior date to the Gazette date cannot be corrected.)</li> </ol>
<b>Step 2</b> <b>Fee Remittance</b> <b>details</b>	<p>Name Correction Grade Sheets Fee of Rs. 300/- (Rupees Three Hundred only) per Semester Grade Sheet and Rs. 300/- for Consolidated Grade Sheet to be paid by direct or Online Payment. Submit the request letter with paid challan proof to the Administrative Office or send it to Superintendent E-Mail (spdtao@kamarajengg.edu.in).</p> <p><b><u>Account Details</u></b></p> <p>Account Name : KAMARAJ College of Engineering and Technology  Account Number : 004100050147438  Bank Name : Tamilnad Mercantile Bank Limited  IFSC Code : TMBL0000004  Branch : Virudhunagar.  Amount : Rs. 300/- per Semester Grade Sheet (if 8 grade sheets - 8 x 300 = 2,400/-)  Rs. 300/- Consolidated Grade Sheet</p> <p><b><u>Note:</u></b> For Online Mode payment, the soft copy of payment receipt <b>with payment confirmation reference number</b>, to be send to the Administrative office through E-Mail (spdtao@kamarajengg.edu.in)</p>
<b>Step 3</b> <b>Collection of</b> <b>Certificate</b>	<p>The candidate may get Semester Grade Sheet and / or Consolidated Grade sheet from the Administrative Office.</p> <p><b><u>Note:</u></b> Candidate must collect Grade Sheets from Administrative office in person. Candidate may get the softcopy of Grade Sheets, with request to Administrative Office by the Candidate.</p>
<b>General</b> <b>Information</b>	<p><b><u>Timeline:</u></b>  Candidate may collect his / her Transcript Certificate from Administrative Office within 10 working days</p> <p><b><u>Check List:</u></b></p> <ol style="list-style-type: none"> <li>1. Requisition letter to the Principal</li> <li>2. Fee paid acknowledgement.</li> <li>3. Original Grade Sheet of all Semesters (in case of Passed out Students, Semester 1 to Semester 8)</li> <li>4. Original Consolidated Grade Sheet (in case of Passed out Students)</li> <li>5. Proof for Name Correction.</li> <li>6. Requisition letter for Softcopy of Certificates (in case, Candidate may work in other Station.</li> </ol>